



## Paraprofessional, Afterschool Program (Office of Out of School Time Programs)

*Certified 03-22-2016*

Compensation: Hourly rate of \$15 per hour.

Location: Washington, DC

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### Our public school students need your expertise, passion and leadership.

We are looking for highly motivated and skilled talent to join our team at District of Columbia Public Schools (DCPS). We seek individuals who are passionate about transforming the DC school system and making a significant difference in the lives of public school students, parents, principals, teachers, and central office employees.

DCPS serves 48,600 students in the nation's capital through the efforts of approximately 4,000 educators in 112 schools. As part of a comprehensive reform effort to become the preeminent urban school system in America, DCPS intends to have the highest-performing, best paid, most satisfied, and most honored educator force in the nation and a distinctive central office staff whose work supports and drives instructional excellence and significant achievement gains for DCPS students.

### Position Overview

The Afterschool Program Paraprofessional position is located in a District of Columbia Public Schools (DCPS) school that hosts a centrally coordinated afterschool program by the Office of Out-of-School-Time-Program (OSTP). DCPS is a diverse, urban school district serving students in the nation's capital. Situated at the center of national government, our goal is to provide students with a quality education that prepares them to become future leaders, productive citizens, and individuals who are engaged in the life of the community. As an integral part of this strategy, the paraprofessional in the Afterschool Program is responsible for working day to day with students engaged in afterschool programming. The Paraprofessional facilitates specialized enrichment and wellness activities that support student achievement during the school day. The Paraprofessional is responsible for providing instruction that shall include a minimum of one of four subject areas (technology, sports, arts, or performing arts programs). The tour of duty for this position is Monday-Friday, 3:30-6:00pm. This position is a safety-sensitive position. As a result, throughout employment this position will be subject to the Employee Mandatory Drug and Alcohol Testing Policy.

The Paraprofessional, Afterschool Program (Office of Out of School Time Programs) will report to the Central Office Point of Contact (POC) assigned to his/her school site. .

### Essential Duties and Responsibilities

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.*

- Actively involved in supporting the Afterschool Teacher during Academic Power Hour.
- Facilitates a variety of technology, sports, enrichment and performing arts activities for youth; uses a variety of materials, resources, and experiences to enrich student learning.
- Facilitates a program that meets the needs, interests, and abilities of all students, including students with disabilities.
- Provides instruction that reflects multiple perspectives and multicultural education, and when appropriate, incorporates technology into curriculum.
- Develops short-term and long-term plans for enrichment and wellness activities for youth, and implements the developed plans by facilitating enrichment and wellness activities for youth.
- Prepares students for performances or presentations as appropriate; and monitors student progress and needs as appropriate.
- Uses effective positive interpersonal communication skills.
- Builds relationships and liaises with other teachers, aides, administrative aides, building administrators, and OSTP staff to drive collaboration and program success; establishes relationships with colleagues, students, parents, and community that reflect recognition of and respect for every individual.
- Develops reasonable rules for classroom behaviors and procedures; and maintains order in the classroom in a fair and just manner.
- Encourages youth voice in the development of program activities.
- Participates in regular program monitoring, and completes periodic reports as required.
- Determines nature of unusual incidents and best DCPS staff to resolve, tracks and follows up until issues are resolved.
- Stays acutely aware of progress of program activities and emerging issues across the OSTP Afterschool Program and its youth participants and informs the Central Office POC of developments that impact or change the direction of programmatic priorities.
- Follows proper student dismissal procedures.
- May be responsible for administering snack/supper; this may include taking initial food handler training.

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## **Qualifications**

- Must either have an Associate's degree or 48 college credit hours or have successfully passed the ParaPro Assessment administered by ETS (with a high school diploma).
- Child Development Associates credential and/or coursework in early childhood education/human development strongly preferred.
- Two to four years of work experience, with specific experience working in afterschool programs.
- Demonstrated involvement and commitment to the youth community.
- Demonstrated experience at developing positive rapport with youth.
- Experience supporting the academic and/or enrichment programs for youth.
- Possesses good oral and written communication skills.
- Demonstrates commitment to professional growth and eagerness to learn.
- Demonstrates commitment to improving the achievement of all students.
- Has experience working with linguistically and ethnically diverse student populations.